

Message Text

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TAGS: OVIP (CARTER, JIMMY)

SUBJECT: PRESIDENTIAL VISIT - ADMINISTRATIVE SUPPORT
ARRANGEMENTS FOR PRE-ADVANCE, ADVANCE AND ACTUAL VISIT

1. THE FOLLOWING GUIDELINES ARE PROVIDED TO FACILITATE
ADMINISTRATIVE SUPPORT FOR PRE-ADVANCE, ADVANCE AND THE
ACTUAL VISIT. NOTE THAT GUIDELINES APPLY TO ALL PHASES
OF THE VISIT UNLESS SHOWN TO APPLY TO PRE-ADVANCE, ADVANCE
OR ACTUAL TRIP. THIS MESSAGE HAS BEEN CLEARED WITH ICA.

A. ALL US GOVERNMENT PERSONNEL AND AVAILABLE RESOURCES
ARE TO BE USED IN SUPPORT OF THE TRIP.

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B. VEHICLES: EVERY EFFORT SHOULD BE MADE TO OBTAIN
VEHICLES AND EQUIPMENT NEEDED TO ADEQUATELY SUPPORT VISIT
FROM USG OR HOST GOVERNMENT SOURCES. RENTALS MUST BE
KEPT TO A MINIMUM.

1. PRE-ADVANCE TEAM: BUSES SHOULD BE USED FOR PRE-ADVANCE
PARTY TO AND FROM AIRPORT AND AS PRACTICAL, I.E. FOR
SURVEYS OF EVENT SITES. RENTAL CHARGES FOR VEHICLES FOR
COMMON USE OF PRE-ADVANCE PARTY WILL BE PAID BY POST AND
CHARGED TO POST ALLOTMENT. VEHICLES FOR EXCLUSIVE USE

OF OTHER AGENCIES, (USSS, WHCA, ICA) WILL BE PAID BY POST AND CHARGED TO THAT AGENCY.

2. ADVANCE TEAMS AND ACTUAL VISIT: BUSES SHOULD BE USED TO MOVE SUPPORT PARTY TO AND FROM AIRPORT AND AS PRACTICAL DURING VISIT. RENTAL VEHICLES FOR USSS AND WHCA ARE TO BE PAID BY POST AND CHARGED TO THAT AGENCY. OTHER RENTAL VEHICLES ARE TO BE PAID BY POST AND CHARGED TO POST ALLOTMENT.

C. HOTEL EXPENSES:

1. PRE-ADVANCE, ADVANCE TEAMS AND ACTUAL VISIT: POSTS SHOULD PAY HOTEL ROOM COSTS ON PURCHASE ORDER OR CONTRACT BASIS FOR WHITE HOUSE STAFF (INCLUDING WHITE HOUSE PRESS STAFF, BUT NOT PRESS), NSC STAFF, USSS, WHCA, STATE (INCLUDING TDY C&R PERSONNEL, SCO'S AND CEO'S), ICA, AIR FORCE ADVANCE OFFICERS (NOT AIR FORCE CREWS), AND OTHER U.S. MILITARY. THESE BASIC ROOM COSTS WILL BE CHARGED BACK TO THE AGENCY FUNDING THE TRAVEL. ROOM COSTS FOR WHITE HOUSE PRESS STAFF, INCLUDING WHITE HOUSE PRESS ADVANCE PERSONS, AND WHITE HOUSE TRANSPORTATION LIMITED OFFICIAL USE LIMITED OFFICIAL USE

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OFFICE STAFF SHOULD BE CHARGED TO ICA POST ALLOTMENT. ICA WASHINGTON SHOULD BE ADVISED OF ACTUAL COSTS FOR LATER REIMBURSEMENT. FOR OTHERS, FISCAL DATA WILL BE PROVIDED BY THE STATE ADMINISTRATIVE COORDINATOR, WITH THE EXCEPTION OF WHCA, USSS AND U.S. MILITARY, WHICH WILL BE CHARGED TO ALLOTMENT 2034 PER ITEM D.1. BELOW.

2. MEMBERS OF PRE-ADVANCE PARTY AND THOSE MEMBERS OF ADVANCE AND ACTUAL VISIT FOR WHOM POSTS ARE PAYING BASIC ROOM COSTS PER ITEM C.1. ABOVE WILL BE TRAVELLING ON GOVERNMENT ORDERS AND RECEIVING 50 PERCENT PER DIEM. HOTELS SHOULD PREPARE SEPARATE BILLS FOR ALL PERSONAL EXPENSES (E.G. MEALS, ROOM SERVICE, LAUNDRY) WHICH WILL BE PAID BY INDIVIDUAL MEMBERS OF PARTY PRIOR TO DEPARTURE.

3. MEMBERS OF THE PRESS, AIR FORCE CREWS, AND CHARTER PLANE CREWS WILL HANDLE ALL HOTEL COSTS ON THEIR OWN.

4. NO FLOWERS, BEVERAGES, ETC. (INCLUDING COMPLIMENTARY ARE TO BE PROVIDED TO PARTY.

D. EXPENSES IN CONNECTION WITH THE TRIP:

1. HOTEL ACCOMMODATIONS, OFFICES, RENTAL OF VEHICLES AND EQUIPMENT, SUPPLIES AND OTHER SERVICES FOR USSS AND WHCA ARE TO BE PAID BY POST AND CHARGED TO ALLOTMENT

2034. BILLS SHOULD BE FORWARDED TO THE DEPARTMENT, OFFICE
OF FINANCIAL SERVICES, ATTENTION REVENUE AND RECEIPTS

UNIT, UNDER COVER OF FS-477. CHARGES FOR HOTEL
ACCOMMODATIONS FOR U.S. MILITARY PERSONNEL, I.E. AIR FORCE
ADVANCE, U.S. MILITARY BAGGAGE HANDLERS, MILITARY MEDICAL
PERSONNEL (NOT AIR FORCE CREWS), SHOULD BE FORWARDED IN
SAME WAY. ADMINISTRATIVE OFFICER OR BUDGET AND FISCAL
OFFICER SHOULD REVIEW ALL QUESTIONS CONCERNING ANY OF THESE
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CHARGES WITH STATE ADMINISTRATIVE COORDINATOR DURING VISIT.

2. THE DEPARTMENT WILL PAY HOTEL AND BAGGAGE GRATUITIES
FOR MEMBERS OF OFFICIAL PARTIES (NOT FOR PRESS AND CREWS)
PROVIDED ALL REQUIREMENTS ARE CLEARED IN ADVANCE WITH
STATE ADMINISTRATIVE COORDINATOR TRAVELLING WITH PARTY.

3. NO INDIVIDUAL OTHER THAN THE STATE ADMINISTRATIVE
COORDINATOR ACCOMPANYING DURING THE PRE-ADVANCE AND ACTUAL
VISIT HAS ANY AUTHORITY TO CHARGE OR OBLIGATE STATE
DEPARTMENT FUNDS. HE MUST APPROVE ALL SUCH EXPENDITURES
IN ADVANCE.

4. POST IS RESPONSIBLE FOR FUNDING ALL OVERTIME (AMERICAN
AND LOCAL EMPLOYEES), PRINTING, SUPPLIES, ETC. INCIDENTAL
TO VISIT.

5. ARRANGEMENTS FOR USG EMPLOYEES TDY'D TO POST DURING
VISIT MUST HAVE THE APPROVAL OF THE REGIONAL BUREAU
EXECUTIVE DIRECTOR AND THE ASSISTANT SECRETARY FOR
ADMINISTRATION.

E. ACCOMMODATIONS AND BAGGAGE FOR PRE-ADVANCE:

1. PLEASE PROVIDE COVERED OR CLOSED ONE AND ONE HALF
TON OR LARGER TRUCK WITH HANG-UP FACILITIES FOR LUGGAGE
AND SMALL AMOUNT OF CLASSIFIED. REQUEST AMERICAN OFFICER
MEET PLANE TO ASSIST WITH LUGGAGE.

2. ROOM NUMBERS REQUESTED FOR PRE-MARKING OF BAGGAGE.
PLEASE MAKE PROPOSED ROOM ASSIGNMENTS AND ADVISE BY
TELEGRAM. SINGLES ARE PREFERRED.

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F. ACCOMMODATIONS AND BAGGAGE FOR ACTUAL TRIP:

1. ROOM ASSIGNMENTS WILL BE FINALIZED BY THE ADVANCE TEAM. PLEASE PROVIDE ROOM ASSIGNMENTS TO DEPARTMENT SLUGGED FOR "A" JOHN THOMAS, AS EARLY AS POSSIBLE. BAGS WILL BE PRE-MARKED ON ARRIVAL.

2. MEMBERS OF PARTY ARE TO BE PRE-REGISTERED AND KEYS PLACED IN DOORS.

3. FOR PRESIDENT AND MRS. CARTER'S LUGGAGE AND THAT OF OTHER STAFF STAYING WITH THEM, NEED ONE 3/4 TON VAN TYPE COVERED TRUCK, WITH HANG-UP BAR. PLEASE COORDINATE MOVEMENT PRESIDENT'S LUGGAGE WITH USSS.

4. FOR CLASSIFIED, NEED ONE 3/4 TON VAN WITH MARINE ESCORT.

5. A ONE AND ONE-HALF TON TO TWO AND ONE-HALF TON COVERED TRUCK WITH HANG-UP BAR REQUIRED IN ADDITION TO THE ABOVE FOR EACH AIRCRAFT.

G. VISITORS CENTER, OFFICE, SUPPLIES FOR PRE-ADVANCE:

1. VISITOR/INFORMATION CENTER WILL BE REQUIRED AT HOTEL TO PROVIDE CURRENCY EXCHANGE, WRAPPING FACILITIES, SALE OF SUNDRIES, POSTAL SERVICES AND GENERAL INFORMATION. CENTER SHOULD BE MANNED FROM 0600 UNTIL MIDNIGHT.

2. WILL ALSO REQUIRE ONE OFFICE AT HOTEL WITH TWO DESKS, TWO ELECTRIC TYPEWRITERS, NORMAL OFFICE SUPPLIES, TO PROVIDE WORKING SPACE FOR PARTY. REQUEST ONE ADDITIONAL TYPEWRITER AND PORTABLE STAND BE AVAILABLE. OFFICE MUST HAVE FACILITY FOR CLASSIFIED STORAGE AND MSG PROTECTION ON 24-HOUR BASIS.

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3. PLEASE IDENTIFY ONE AMERICAN SECRETARY TO BE ON STANDBY IN CASE OF NEED.

H. OFFICES FOR ADVANCE PARTY:

1. FOR PLANNING PURPOSES, POST SHOULD EXPECT TO INITIALLY PROVIDE OFFICE SPACE FOR WHITE HOUSE (WH) ADVANCE, WH PRESS ADVANCE, WHCA, USSS, STATE ADMINISTRATIVE ADVANCE AND STATE SECURITY ADVANCE. STATE SECRETARIAT WILL PROVIDE GUIDANCE SEPTEL FOR SECRETARIAL ADVANCE ARRIVING A FEW DAYS PRIOR TO VISIT.

L. OFFICE REQUIREMENTS FOR ACTUAL VISIT. NOTE, ALL OFFICE REQUIREMENTS WILL BE FINALIZED BY THE ADVANCE TEAM.

1. WHITE HOUSE STAFF OFFICE - OFFICE WITH FOUR DESKS, TWO OF THESE SECRETARIAL, WITH TYPEWRITERS (PREFER IBM SELECTRICS), OFFICE SUPPLIES AND LARGE COPYING MACHINE.

2. WHITE HOUSE PRESS OFFICE - SAME BASIC REQUIREMENT AS STAFF OFFICE ABOVE.

3. NSC STAFF OFFICE - OFFICE WITH TWO DESKS, ONE SECRETARIAL WITH TYPEWRITER (PREFER IBM SELECTRIC) AND OFFICE SUPPLIES. THIS SHOULD BE LOCATED ADJACENT TO STAFF SECRETARIAT OFFICE.

4. FOR SENIOR STATE STAFF, S STAFF AND STAFF SECRETARIAT OFFICE REQUIREMENTS WILL BE SUBJECT OF SEPTTEL.

5. MARINE GUARD COVERAGE WILL BE NECESSARY FOR WHITE HOUSE STAFF OFFICE, NSC OFFICE AND STATE SENIOR LIMITED OFFICIAL USE
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STAFF AND SECRETARIAT OFFICES. DEPENDING ON LOCATION, IT MAY BE POSSIBLE FOR ONE MSG POST TO COVER TWO OR MORE OFFICES.

6. EMBASSY VISITOR/INFORMATION CENTER TO PROVIDE CURRENCY EXCHANGE, SALE OF SUNDRIES, WRAPPING FACILITIES, POSTAL SERVICES, ENGLISH LANGUAGE NEWSPAPERS, DISPATCH OR CONTACT WITH DISPATCHER OF VEHICLES, AND GENERAL INFORMATION. CENTER SHOULD HAVE COPYING FACILITY AND BE OPERATED ON A 24-HOUR BASIS.

J. PASSPORT AND ENTRY FORMALITIES:

1. PRE-ADVANCE: PASSPORTS FOR PARTY WILL BE CARRIED BY STATE ADMINISTRATIVE COORDINATOR AND WILL BE AVAILABLE UPON LANDING. CREW'S PASSPORTS WILL BE HANDLED BY MEMBER OF CREW AND WILL ALSO BE AVAILABLE ON LANDING.

2. ACTUAL VISIT: PASSPORTS FOR ALL PERSONS ON CHARTER PRESS AIRCRAFT WILL BE CARRIED BY A U.S. CUSTOMS OFFICIAL TRAVELLING ON BOARD EACH PLANE. PASSPORTS FOR PARTY OF TWO PRESIDENTIAL AIRCRAFT WILL BE CARRIED BY STATE ADMINISTRATIVE COORDINATOR OR BY WHITE HOUSE PERSONNEL HANDLING BAGGAGE. WHEN ENTRY FORMALITIES FOR AIR FORCE ONE AND BACK-UP HANDLED BY EMBASSY PERSONNEL, PARTIES PASSPORTS SHOULD BE RETURNED TO BAR LOCK SAFE IN VISITOR CENTER, WHERE THEY WILL BE ACCESSIBLE TO STATE ADMINISTRATIVE COORDINATOR AS NECESSARY.

K. VISAS, HEALTH CERTIFICATES: UNDERSTAND NEITHER VISAS NOR HEALTH CERTIFICATES ARE REQUIRED FOR BEARERS

OF U.S. PASSPORTS. PLEASE CONFIRM.
NEWSOM

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